

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9422
D8G28
conf. 2

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

August 3, 1943

GENERAL MEMORANDUM No. 21

To: All Field Offices and Supervisors in States Working Under
Federal Trust Funds Agreements

From: Henry G. F. Hamann, Acting Chief, Inspection and Grading Division
Dairy and Poultry Branch

Subject: The Furnishing of Copies of all Bills to the Finance and Accounts
Division, Administrative Accounts Section, Washington, D. C.

On July 27, we received a copy of Director's Memorandum No. 60, dated July 23, 1943, and signed by Mr. Roy F. Hendrickson. The following paragraph was contained in this Memorandum:

"Effective July 1, 1943, the Finance and Accounts Division will establish controls over and maintain individual accounts receivable accounts for all Trust Fund activities. To make this possible, the respective branches shall furnish the Finance and Accounts Division a listing of all uncollected Trust Fund accounts, segregated by fund and contract number, outstanding and unpaid, in accordance with the Branches' records as at June 30, 1943. Subsequent to June 30, 1943, one copy of each bill rendered for Trust Fund services shall be furnished the Finance and Accounts Division in Washington."

Subsequent to receiving this Director's Memorandum, representatives of the Finance and Accounts Division were contacted and they advised us that they desire to have a listing of all unpaid bills through July 31, 1943, instead of June 30, 1943, giving the name of the firm, the period covered, certificate number, and amounts due. Unpaid billings on contract basis where certificate numbers are not involved should be listed also, giving the name of the firm, period covered, and amount due. The Finance and Accounts Division is very desirous of having this information as promptly as possible after July 31.

Effective August 1, 1943, (instead of July 1, 1943) one copy of all bills covering grading fees and charges and one copy of all billings to firms for services rendered under contract shall be mailed to the Finance and Accounts Division, Administrative Accounts Section, Washington, D. C. These bills shall be serially numbered and the Trust Fund Account to be credited shall be indicated on each bill. This may be shown at the top

of the bill at the time it is prepared by a statement such as "To be credited to _____". Be sure to give the proper Trust Fund Account number which is to be credited. For example, the Washington D. C. bills will bear the statement "To be credited to 128015.0681".

We realize that the preparation of a complete list of all unpaid accounts will require additional work, however, the Finance and Accounts Division is very desirous of receiving this information immediately following July 31, as well as copies of all billings made on and after August 1. Copies of all bills rendered for services after August 1, should be mailed to the Finance and Accounts Division (daily or) regularly as the bills are prepared.

In instances where the grading fees are collected from the firm at the time that the gradings are made and it has not been a practice to present the firm with a bill, this request for copies of the billings shall not be interpreted to require any change in such procedure.

Please continue to send to this office copies of billings to firms under contract. We do not need copies of bills covering certificates on which cash fees are charged. Your immediate cooperation in this matter will be appreciated.

Henry G. Hamann